

Administration

Release of Personnel

**Headquarters
Department of the Army
Washington, DC
15 March 1985**

UNCLASSIFIED

Report Documentation Page		
Report Date 15 Mar 1985	Report Type N/A	Dates Covered (from... to) -
Title and Subtitle Administration: Release of Personnel	Contract Number	
	Grant Number	
	Program Element Number	
Author(s)	Project Number	
	Task Number	
	Work Unit Number	
Performing Organization Name(s) and Address(es) Department of the Army Headquarters Washington, DC	Performing Organization Report Number	
Sponsoring/Monitoring Agency Name(s) and Address(es)	Sponsor/Monitor's Acronym(s)	
	Sponsor/Monitor's Report Number(s)	
Distribution/Availability Statement Approved for public release, distribution unlimited		
Supplementary Notes		
Abstract		
Subject Terms		
Report Classification unclassified	Classification of this page unclassified	
Classification of Abstract unclassified	Limitation of Abstract UU	
Number of Pages 11		

SUMMARY of CHANGE

AR 1-13

Release of Personnel

Significant changes in this revision include redesignation of staff elements, addition of a staff element, and redesignation of a MACOM (para 3). It establishes an annual requirement to designate essential personnel (para 4) and clarifies the definition of "Liberal annual leave" (glossary).

Effective 15 March 1985

Administration

Release of Personnel

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

History. This UPDATE printing publishes a new revision which is effective 15 March 1985. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 1 March 1983.

Summary. This regulation on the release

of personnel has been revised. This regulation gives instructions for the release and dismissal of DA military and civilian personnel during duty hours and off-duty hours. This revision updates the policies, procedures, and responsibilities for the release of DA military and civilian personnel in the National Capital Region.

Applicability. This regulation applies to—

a. All DA civilian and military personnel located in the National Capital Region (except for the Vint Hill Farms Station).

b. Army National Guard and U.S. Army Reserve.

Proponent and exception authority.

The proponent agency of this regulation is the Office of the Secretary of the Army.

Army management control process.

Not applicable.

Supplementation. Supplementation of this regulation is prohibited without prior

approval from HQDA (SAAA-SS), WASH DC 20310-0101.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Administrative Assistant to the Secretary of the Army, ATTN: SAAA-SS, WASH DC 20310-0101.

Distribution. Active Army: A (MAWDC only); ARNG and USAR: E.

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Glossary

*This regulation supersedes AR 1-13, 1 March 1983.

RESERVED

1. Purpose

This regulation prescribes policy and procedures and assigns responsibilities concerning the release, dismissal, and absence from work of all Department of the Army (DA) civilian and military personnel with duty station in the National Capital Region (NCR) (except for the Vint Hill Farms Station).

2. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

3. Responsibilities

Responsibilities in regard to early release of nonessential personnel during duty hours are assigned as follows:

a. Chief, Staff Management Division (SMD), Management Directorate (MD), Office of the Chief of Staff, Army (OCSA). The Chief, SMD, MD, OCSA, on behalf of the Director of the Army Staff (DAS), will notify the following:

- (1) Chief, Administrative Division, Executive Services (ES), OCSA.
- (2) Army Operations Center (AOC) (Pentagon).

b. Chief, Administrative Division, ES, OCSA. The Chief, Administrative Division, ES, OCSA, will notify the following:

- (1) Executive offices of all Army Staff agencies.
- (2) Army Pentagon Liaison Offices.
- (3) Army and Air Force Exchange Service (Pentagon).

c. The Army Operations Center. The AOC will notify the following:

- (1) Military District of Washington—Deputy Chief of Staff for Operations, Plans, and Security.
- (2) US Army Materiel Command Service Support Activity.
- (3) Military Traffic Management Command—Chief of Staff.
- (4) US Army Intelligence and Security Command, Arlington Hall Station—Secretary of the General Staff.
- (5) US Army Criminal Investigation Command—Chief of Staff.
- (6) Walter Reed Army Medical Center—Chief of Staff.
- (7) Office, Chief of Engineers—Executive Director, Engineer Staff.

d. Heads of executive offices of all Army Staff agencies. The heads of executive offices of all Army Staff agencies will notify all of their staff support agencies and field operating agencies in the NCR.

e. Authorized officials. All authorized officials will be responsible for the following:

- (1) Insuring that dismissals are made in strict accordance with release instructions to avoid the creation of transportation problems.
- (2) Advising their affected employees when rush hour public transportation will not be available at earlier dismissal hours so they can better plan their departure from work.
- (3) Excusing nonessential personnel at the specified time (personnel who are officially on leave status remain in that status).
- (4) Refraining from making independent determinations to excuse personnel because of weather conditions. However, they will be liberal in granting annual leave to nonessential civilian employees who request it.
- (5) Excusing tardiness only under unusually severe weather conditions which they consider reasonably unavoidable.

4. Policy

In the interest of national security, a work force adequate to respond immediately to any situation that may arise and capable of carrying out assigned missions will be maintained in the NCR. To insure operational capability, the head of each agency, activity, and office will designate and assure that certain positions be manned under all emergency conditions. Primary and alternate personnel will be designated for these essential positions. Persons designated essential will be notified in writing and will be expected to continue on the job or report for duty regardless of any general dismissal authorization for all or part of the day. (Position descriptions may be amended to reflect essentiality.) This will be done annually in October to ensure that employees are fully aware of this requirement. Oral notification may be used under special circumstances; i.e., a one-time event requiring the presence on the job of employees whose presence is not otherwise required during a dismissal. In making designations, due consideration must be given to those factors bearing on a person's capability to comply such as—

- a.* Distance from residence to duty station.
- b.* Access to highways.
- c.* Means of transportation.
- d.* General health.

5. Hazardous weather and emergency situation dismissal

An Assistant to the President makes the initial decision to release personnel in the NCR. Army military and civilian employees will be notified as follows:

a. During duty hours. Dismissals will be by established Army channels as follows:

(1) *Instructions for early release.* The Office, Deputy Assistant Secretary of Defense (Civilian Personnel Policy) issues the instructions for early release of nonessential personnel during duty hours. These instructions are in turn transmitted to the Administrative Assistant to the Secretary of the Army, who upon such notification notifies the DAS or an authorized representative.

(2) *Notification instructions.* The notification will include the time that the release will be effective and whether those personnel who are released are to be placed on annual leave, administrative leave, or leave without pay.

b. Off-duty hours. Dismissals (except those identified as essential) will be communicated by radio, television, and the press. In the absence of an announcement, all personnel will be expected to report for duty regardless of conditions. Employees are expected to adjust their schedules to cope with anticipated difficult driving conditions or disruptions of public transportation.

c. Exceptions. Consistent with the policy of insuring operational capability, the commanders of installations located outside the Capital Beltway (Interstate 495) may authorize the early release of personnel at their respective installation when conditions are the same as or more serious than those prevailing elsewhere in the NCR. Tenant activities on these installations will follow the decision of the installation commander. When it is clearly inadvisable to open the installation, commanders are also authorized to take action during off-duty hours to notify their personnel not to report to duty. Commanders will consult with heads of other Federal Government installations and/or activities in the same general location and will base their decision on current conditions or forecasts so that if they improve, personnel will not be dismissed needlessly. The commander or an authorized representative will notify the Office of The Administrative Assistant, Office of the Secretary of the Army (OSA), by telephone (697-6900) of the time release is authorized.

6. Heat, cold, and other adverse working conditions

Summer or winter weather conditions are not likely to cause serious problems at any office or activity except when there is a prolonged breakdown of essential building services. Dismissals due to unusual work conditions created by a temporary disruption of air cooling systems, heating systems, or other essential services and utilities should be rare and emphasis should be placed on hasty correction of these conditions.

a. Individual dismissals.

(1) Supervisors should be alert to the impact of unusual building temperature levels on the health of their employees. Employees who are adversely affected should be encouraged to consult with medical or nursing officials and be granted sick leave upon their official recommendation.

(2) Supervisors will be liberal in granting annual leave to nonessential personnel suffering from hot or cold working conditions.

b. Group dismissals.

(1) Group dismissals occur when agency or command operations are interrupted and employees are prevented from working because of the failure or breakdown of essential building or installation services and facilities such as heating, lighting, air conditioning (including excessive heat in un-air conditioned buildings), and other utilities.

(2) Written notice designating the agency or command releasing official will be furnished to the appropriate Department of Defense (DOD) building administrator.

(3) When the DOD building administrator recommends releasing personnel, the Director, Washington Headquarters Services will give initial approval for group dismissal of personnel. The DOD Building Administrator will notify the designated agency or command releasing official of this approval. The designated agency or command releasing official can then authorize the group dismissal of personnel in accordance with established agency or command policies and procedures.

(4) When the DOD Building Administrator, after consultation with the appropriate General Services Administration (GSA) official, determines that a building needs to be vacated partially or fully for temperature extremes or breakdown of other essential utilities or services, the agency or command releasing official will weigh the essentiality of the operation against the building condition and, together with the DOD building administrator, determine the number of employees that can reasonably remain at that location in a duty status to maintain essential operations.

(5) Selective group dismissals may become necessary because of interruption of services or utilities to only portions of buildings. Personnel in parts of buildings where a satisfactory work environment can be maintained will remain on duty unless it is determined that their work is so dependent upon those who are to be dismissed that they cannot remain productive.

(6) DOD building administrators will immediately notify the Commanding Officer, United States Army Service Center for the Armed Forces (CO, USASCAF) (695-5643), who in turn will attempt to arrange for necessary commercial transportation. The CO, USASCAF will also make necessary DOD bus system adjustments. If transportation delays are anticipated, those personnel relying on public transportation should be given the option of waiting in the building if the DOD Building Administrator determines conditions are adequate.

(7) The DOD Building Administrator will notify GSA Public Building Services (PBS) not later than the first workday following a group dismissal in a public building. This notification will include identification of the building, number of people involved, date and time of dismissal, and temperature-humidity combination if used as a basis for

dismissal. Where the DA is the major occupant of the building involved, the DOD Building Administrator will submit the notification to the PBS in turn through the Director, Space and Building Management Services—Washington (S&BMS–W) and the Washington Headquarters Services, Office of the Secretary of Defense.

(8) Commanders of installations (without DOD building administrators) in the NCR are authorized to approve group dismissals without notification of the Director, Washington, Headquarters Service or GSA, PBS. However, all other appropriate group dismissal responsibilities of the DOD Building Administrator, described in this paragraph, will be assumed by such installation commanders.

7. Dismissals for other reasons

a. Official welcomes and parades. Instructions for releasing personnel to attend official welcomes and parades or engage in similar activities will be disseminated orally or in writing.

b. Hazardous situations. In situations regarded as imminently hazardous to employees, such as a fire or bomb threat, the building will be evaluated in accordance with the specific occupant emergency plan and employees will be dismissed when, in the interest of management, it is prudent not to retain them for duty.

8. Inquiries

Inquiries concerning the provisions of this regulation (except para 6) will be directed to OSA (697–6900). Inquiries concerning paragraph 6 will be directed to the Director, S&BMS–W (697–8998).

Glossary

Section I Abbreviations

AOC

Army Operations Center

CO, USASCAF

Commanding Officer, United States Army Service Center for the Armed Forces

DA

Department of the Army

DAS

Director of the Army Staff

DOD

Department of Defense

GSA

General Services Administration

MD

Management Directorate

NCR

National Capital Region

OCSA

Office of the Chief of Staff, Army

OSA

Office of the Secretary of the Army

PBS

Public Building Services

S&BMS-W

Space and Building Management Services—Washington

SMD

Staff Management Division

Section II

Terms

Administrative dismissal, administrative leave, or excused absence

Those personnel who will be excused from or released from duty without charge to annual or military leave and without loss of pay.

Delayed or late arrival

The status that refers to individuals who cannot get to their duty station at the normal starting time due to hazardous weather or emergency situations and are not charged annual leave or placed in a leave-without-pay status, providing their delayed arrival is reasonable, considering the conditions, as determined by appropriate authority.

Duty station

The physical location of employment or assignment.

Emergency situation

A situation that may prevent employees from reporting for work, or may necessitate the closing of Federal activities in

whole or in part. The emergency situation must be general rather than personal in scope and impact. It may be caused by such developments as—

- a.* Heavy snow or severe icing conditions, floods, earthquakes, hurricanes, or other natural disasters.
- b.* Air pollution.
- c.* Massive power or other utility or equipment failures.
- d.* Major fires.
- e.* Severe interruptions to public transportation caused by serious accident or such incidents as strikes by local transit employees and mass demonstrations.
- f.* Any other conditions that make habitation of the work area a serious hazard to the health and well being of those located therein.

Enforced annual leave

Personnel placed on annual leave with or without their consent when it becomes necessary to temporarily close down their duty station for administration reasons.

Essential personnel

Those personnel who perform duties vital to the continuity of medical facilities, public safety, national defense, or other crucial operations and who are required therefore to be at work regardless of emergency situations or any general dismissal authorization.

Hazardous weather conditions

A term that applies to weather conditions which make travel unsafe or inadvisable. These weather conditions could involve heavy snow or rain, severe icing conditions, floods, earthquakes, hurricanes, extraordinarily high winds, or severe fog.

Liberal annual leave

Those personnel (who cannot report to their normal duty stations) placed in an annual leave status or if they have no annual leave, in a leave-without-pay status. Employees do not first have to obtain the approval of a supervisor but must notify their offices that they are not going to work.

National Capital Region (NCR)

An area that includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and the cities of Alexandria, Manassas, Manassas Park, Fairfax City, and Falls Church in Virginia.

Section III

Special Abbreviations and Terms

There are no special terms.

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PIN: 000212-000

DATE: 01- 9-01

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DATA FILE: C:\WINCOMP\r1-13.fil

DOCUMENT: AR 1-13

DOC STATUS: NEW PUBLICATION